

Case Management

CM / ECF

Electronic Case Files

Attorneys and CM/ECF

U.S District Court – Colorado

Case Management/Electronic Case Files (CM/ECF) is the new automated case management and electronic docketing system for the District of Colorado. CM/ECF provides a new, easy-to-use electronic case filing feature that will make life easier for you by allowing you to file and view court documents over the Internet.

What Does CM/ECF Offer?

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic email notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents (so files are not misplaced)
- Potential reduction in courier fees

What Do I Need to Use CM/ECF?

- A personal computer running a standard platform such as Windows or Macintosh
- Word processing software
- Internet access and a browser. The system has been certified with

- Netscape and Internet Explorer
- Software to convert documents into PDF
- Scanning equipment may be useful

How Does it Work?

The electronic case files system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's CM/ECF system is quite easy:

- Create the document using word processing software.
- Save the document in PDF format.
- Log onto the court's CM/ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and submit it to the court for filing (by pressing a submit button).
- Save or print the CM/ECF electronic receipt emailed from the court confirming that the document was filed.

Are There Fees?

There are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Attorneys and litigants receive one free copy of documents filed

electronically in their cases; additional copies are available for viewing or downloading at seven cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

How will I Sign Documents?

The court will issue logins and passwords. Using your login and password to file a document is considered to be your signature.

How Secure is CM/ECF?

CM/ECF has many security features and has passed an evaluation by the National Security Agency. Access to the system is through a court issued login and password.

When is CM/ECF Coming to This Court?

The CM/ECF system for bankruptcy courts began rolling out nationally in March 2001, and the rollout for district courts began in May 2002. Implementation of the CM/ECF systems for appellate courts is scheduled for late 2004.

CM/ECF has been operating in prototype district and bankruptcy courts for several years. Hundreds of thousands of cases and millions of documents are on CM/ECF systems and thousands of attorneys across the country are already filing and retrieving documents electronically.

The district court CM/ECF system

implementation in Colorado began in November 2003. Subject to constraints which may be dictated by funding limits imposed on the federal judiciary, the court currently expects an initial live date in the winter of 2005. There may be several tests and pilots, to confirm that the system is working properly and to identify areas needing adjustment.

What Kind of Training will be Provided?

The court will have several individuals trained and available to provide training either at the courthouse or on-site. It is expected that training will be provided in several ways during the fall of 2004, including classroom, computer-based training and written materials.

Contact Information

During the implementation phase of this project, the primary contact at the court is Gayle Giguere, CM/ECF Project Manager (gayle_giguere@cod.uscourts.gov or 303.335.2009). As outreach and training programs are developed contact information will be expanded and information will be available on the court's website.